

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING MINUTES**

COMMITTEE: Quality Assurance and Personnel and Program Standards

RECORDER: Peter J. Guerrero **DATE:** November 21, 2002

COMMITTEE MEMBERS

PRESENT: Marie Kanne Poulsen, Co-Chair, Linda Landry, Co-Chair, Brigitte Ammons, Fran Chasen, Toni Doman, Susan Ferrell, Melody James, Lois Pastore, and Kris Pilkington

STAFF: Virginia Reynolds and Peter Guerrero, WestEd/CPEI

DDS LIAISONS: Cheri Schoenborn and Ken Freedlander

ABSENT: James Cleveland, Ruth Cook Diane Kellegrew and Julie Woods

GUESTS: Rick Ingraham, Susan Graham, Mary Ellen Peterson, Carol Risley, Diana Downing, Lynn Lorber, Gretchen Cypin, Dennis Self, Mike Zito, Donna Sullivan, Catherine Mikitka, Teri Hodges, and Rebecca Votaw-Nelson

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

I. Introductions and Comments:

The Quality Assurance and Personnel and Program Standards Committee was called to order at 2:05 PM. Marie Poulsen presided. Those present introduced themselves.

II. Agenda Review:

The agenda was reviewed. Some adjustments were made, including the following:

- a) At the request of the Public Awareness Committee, the committee will address the selection of volunteers to function as “Buddies” to new members, and
- b) Members were reminded to respond to Sheila Wolfe’s request for input regarding their community’s involvement/interest in the Infant Preschool Family Mental Health Initiative (IPFMHI). Specifically, what will it take to support the implementation in their community and identify effective local practices.

III. Review and Approval of Minutes from September 26, 2002.

Minutes were reviewed and approved as submitted.

IV. Committee Tasks and Activities:

A. Reports and Presentations: None from committee members.

B. Quality Assurance:

DDS use of monitoring and other data for quality assurance: Ken Freedlander was asked to continue the discussion of the Data Matrix document he distributed and briefly discussed with the Committee of the Whole (COTW) this morning. This matrix was prepared at the request of the ICC to elaborate on the eight data collection activities the Department uses to monitor program compliance and collect useful data including areas where technical assistance is needed. At its last meeting the Quality Assurance Personnel and Program Standards Committee assisted Ken in identifying a useful format for his presentation to the COTW.

Dr. Poulsen handed out copies of a communication she received from the Health Systems Committee (HSC) posing nine questions regarding the ES monitoring process and findings presented to the ICC in September. These questions were included in the HSC minutes of September 26, 2002, on page 101, and identified as item IV C in today's QAPPS agenda.

A discussion of the questions posed by the HSC and a more detailed examination of the items on the matrix revealed even further issues regarding data available and information that can be gleaned from the current monitoring and data collection process. The questions from the HSC focused the discussion on health status including health services, qualifications of personnel completing reviews of hearing and vision, and other health related issues important to the IFSP process. It was noted by Melody James that the focused monitoring process prompted by OSEP can be a vehicle for identifying "hot spots" and assisting in informing the state about best places to focus technical assistance efforts.

Melody James, CDE representative, added that Key Performance Indicators (KPIs) are also used by CDE to target monitoring and focus technical assistance efforts accordingly. KPIs were identified as an outcome of an extended process of input from the federally funded State Implementation Plan and State Implementation Grant (SIP/SIG) committee. CDE is moving more toward self-review process by which state technical assistance can be targeted even more specifically as resources become tighter.

Discussion on how best to focus on these issues and processes when committee members have had time to study and reflect yielded a suggestion that an ad hoc committee made up of a smaller group of interested parties, including other committee representatives and representatives from the FRCN of California be approved to:

- Review the current monitoring processes
- Identify emerging issues
- Make recommendations for future directions for the Departments data collection system, and
- Identify other kinds of information needed, existing sources for the data and possible new sources or methodology, and
- Bring key issues back to the QAPPSC for discussion and input.

Committee participants expressing interest in joining this ad hoc group are: Fran Chasen, Brigitte Ammons, Lois Pastore, Susan Ferrell, and Kris Pilkington. Kate Warren had expressed an interest and will be invited. Representatives from CDE/SED and Ken Freedlander or Dennis Self of the Department will also take part. Fran Chasen and Brigitte Ammons will co-chair this Monitoring Ad Hoc Committee. Ken Freedlander assured the committee that the department is always interested in moving the system to a next level as needed.

Other data related items the ad hoc committee could consider are:

- The numbers of children in Early Start that are in the Foster Care System
- Numbers receiving or in need of child care services and
- Data addressing a concern addressed to the UAP by HHS that families with very young children are not being referred to, or accessing, SSI
- The issue of OSEP's 2% target for numbers served in each state prompted a question about whether data is available to demonstrate whether California's "low rate" is a function of the entire state or simply pockets that may deflate the numbers. Ken indicted ES populations for different regions in California range from a low of .7 to a high of 2.8%.
- How many children ages 0-3 in the at-risk category meet the developmental delay or diagnosed disability eligibility criteria? It was noted that this information would inform the issue of whether California's rate is even more of an issue specific to the delayed and disabled counts within the 1.55% service rate identified by OSEP.

The question arose whether any monitoring was taking place regarding the implementation of Interagency Agreements between RCs and LEAs. Melody James, CDE, who does IA reviews, pointed out that having a process outlined in agreement does not guarantee compliance if local parties do not know what is in it and agreements are not reflected in local practices. Ken informed the group that any such monitoring is "triggered" by identification of a problem with any issue required to be included in interagency agreements arising from an RC or LEA. In addition, Ken

stated IA's between regional centers and LEAs are reviewed as part of monitoring site reviews.

In relation to the question list submitted by HSC, Dr. Poulsen will request that the chair of the HSC, Dr. Arlene Downing, contact Ken Freedlander to arrange for an informational session for the HSC to clarify their questions and explore underlying concerns. Following that discussion the QAPPS committee would be informed about quality assurance issues raised by the HSC.

C. Strategic Planning For Implementation of Early Intervention Personnel and Program Standards:

Cheri Schoenborn and Virginia Reynolds reported that under DDS' contract with WestEd they will be convening a group to review the model as it currently stands and address the area of supervision and supervisor competencies.

D. Other:

A. Fran Chasen and Linda Landry volunteered as new member "buddies."
B. In response to the questions posed at the COTW about community needs to implement or enhance mental health services and effective practices currently in place:

- Kris Pilkington described efforts toward capacity building in Santa Barbara which recently realized the implementation of a 1 million dollar contract with the Department of Mental Health (DMH) and a mechanism to access EPSDT funds for family mental health services;
- Melody James shared information on a federal USDOE initiative called the Good Start; Grow Smart Program;
- Gretchen Cypin shared that Inyo and Mono Counties agreed that technical assistance is needed. The local regional center has vendored a provider but there is a question about how to identify the service on the IFSP;
- Lois Pastore reflected that, as in San Diego, the local First 5/CCFC has a very focused and restricted view of SR and have not considered early mental health as a part of that initiative.

IV. Adjournment:

The Committee adjourned at 4:15 PM with a reminder that the full ICC will not meet in January 2003. Fran Chasen and Brigitte Ammons will coordinate with WestEd CEITAN to convene the ad hoc committee on monitoring.

DRAFT AGENDA

QUALITY ASSURANCE, PERSONNEL AND PROGRAM STANDARDS
COMMITTEE

Co-Chairs: Marie Kanne Poulsen and Linda Landry

AGENDA FOR MARCH 20, 2003
1:30 PM - 4:30 PM

- I. Introductions and Opening Remarks
- II. Agenda Review
- III. Review and Approval of Minutes from November 21, 2002
- IV. Committee Tasks and Activities:
 - A. Reports and Presentations:
 - B. Quality Assurance:
 - Report from ad hoc monitoring committee.
 - C. Personnel and Program Standards
 - Update regarding ad hoc personnel standards committee regarding the review of ESPM model and updating of competencies
 - D. Other
- V. Adjourn